



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

College Daily Organiser

Title	College Daily Organiser
Classification	Teaching Staff
Position of Leadership	POL 2 (10 x 70-minute time release per cycle)
Length of Appointment	Full Time (Ongoing) – Teaching Position Position of Leadership (Fixed Until 2026)
Key Reports	Deputy Principal Staff & Operations Timetabling & Daily Organisation Coordinator
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Teaching Staff Operations Team

Purpose of the Position

The Daily Organiser is a newly created role teaching and leadership position that is responsible for assisting in the efficient day-to-day operations of the College. This role requires significant attention to detail through data entry and validation using a variety of platforms, alongside strong communication and interpersonal skills. The Daily Organiser will provide a high-level support to the College community, whilst always maintaining confidentiality.

Although working collaboratively as part of the Operations Team, this role will assume the primary responsibility for Daily Organisation in the College on a day-to-day basis. Along with daily organisation responsibilities, the Daily Organiser is responsible for a teaching allotment in their VIT accredited method area.

As a member of the staff, the Daily Organiser will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Daily Organiser will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.

Key Contacts

- Deputy Principal Staff & Operations
- Experiential Learning Coordinator
- Timetabling & Daily Organisation Coordinator
- College Operations Team

Key Roles and Responsibilities

Daily Organisation (General)

The Daily Organiser is responsible for ensuring the day-to-day College Operational requirements are fulfilled. The Daily Organiser is responsible for:

- Creating, importing, and maintaining an up-to-date Published Daily Organiser File
- Allocation of replacement duties to teachers to cover teacher absences as per the College Replacement Duties Guidelines
- Overseeing the engagement of Casual Relief Teachers (CRTs) to perform relief teaching work at the College
- Keeping an up-to-date list of allocated “extras” for each staff member as part of their load and the cumulative total of “extras” taken
- Publication of covered classes and room changes via a Daily Bulletin
- Transferring of replacement duties and room changes to SEQTA
- Facilitating of new CRT induction, and coordination of timesheets and ICT related loans
- Overseeing the operation of the Replacement Classes Folder and processes
- Liaising with Teaching Staff regarding work left when absent, and ensuring it is accessible for the replacing teacher
- Liaising with the Timetabling & Daily Organisation Coordinator and Deputy Principal Staff & Operations to ensure adequate coverage of teachers on extended periods of absence
- Raising with the Timetabling & Daily Organisation Coordinator and Deputy Principal Staff & Operations any absence from class concerns may arise with respect to individual teachers which may have an adverse impact on the continuity of learning for their class/es
- Reminding and upskilling staff on appropriate procedures using the EMS360 system for Leave and Absence
- Assisting the Timetabling & Daily Organisation Coordinator and Deputy Principal Staff & Operations in gathering feedback from staff on the performance of individual CRTs and use this to inform future CRT bookings
- Printing and distributing published timetables (e.g., rooming and student timetables)
- Producing reports to represent and visualise data, including highlighting trends.

With the direction of the Deputy Principal Staff & Operations, and/or the Experiential Learning Coordinator, the Daily Organiser will also be responsible for assisting in the collection of data for various events and excursions, including:

- Assisting in maintenance of the EMS360 Platform, including updating staff details and relevant policies and procedures, where required
- Reviewing submitted documentation provided through the EMS360 platform and liaising with relevant staff members to ensure all policies and procedures are fulfilled in the submission of EMS360 applications; including those involving Leave, Absence and Activities, Camps and Excursions
- Overseeing the submission of risk assessment documentation and other associated documentation relating to Activities, Camps & Excursions compliance, including initiating follow up with staff members as required
- Provide up-to-date reports to the Experiential Learning Coordinator for the progress of all submitted EMS360 events
- Updating the College calendar to reflect approved College events and meetings
- Oversee the logistics of the organisation for internal events in collaboration with the PAC & Events Assistant – for example, the coordination of chair movement for assemblies
- Assist staff in the submission of risk assessments for excursions and internal events.

Teaching Responsibilities

The Daily Organiser will also be a member of teaching staff, with a focus on **planning, preparation, and teaching** of programs to achieve specific student outcomes. The classroom teacher engages in critical reflection in order to improve knowledge and skills to better engage students and improve their learning.

The duties of a teacher include:

1. Contributing to the development, implementation and evaluation of a curriculum area and co-curricular programs within the school
2. Implementing sound student management practices, in keeping with College policy to establish and maintain a classroom environment conducive to learning
3. Undertaking other organisational related duties as determined by the Principal
4. Participating in, and assisting in the planning of various activities, camps, excursions and extracurricular activities
5. Undertaking other non-teaching supervisory duties
6. All classroom teachers will be required to undertake other duties in addition to their teaching duties, with these outlined by the College extra and co-curricular policy.
7. Any other duties as assigned by the Principal.

Communication

- Liaise with students, staff, parents and the community regarding issues communicated to the Deputy Principal Staff & Operations in a calm and professional manner
- Facilitate and provide quality and efficient written and verbal communication for the Deputy Principal Staff & Operations
- Build and sustain positive relationships with staff, parents and students.

Other

This position does not adhere to the standard College operating hours and the incumbent may expect work to commence prior to the start of the school day (e.g., at 7.30 am) in order to ensure adequate organisation of day-to-day school processes.

General Qualifications & Experience

- VIT Registration
- Experience with Timetabling Solutions – Web Daily organiser (or similar package)
- Experience with OneDrive and Microsoft teams (desirable, but not essential)

Knowledge and Skills

- Excellent written and verbal communication, with an ability to communicate and interact positively, effectively and professionally with staff, students, parents and visitors to the College
- Excellent organisational skills
- High level initiative and flexibility, with the ability to respond to the changing demands of the position

- Ability to work independently and collaboratively as part of a team.

Personal Requirements/Competencies

- Alignment with the values and Catholic ethos of the College
- Enthusiastic and highly motivated to contribute
- Operate effectively in a team environment
- Maintain high work standards with minimal supervision
- Flexible disposition and capacity to adapt to a changing environment
- Strong organisational and time management skills, with an ability to prioritise tasks and meet deadlines, manage competing tasks with a high level of attention to detail

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

Applicants to the position should be able to demonstrate:

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto Live Fully Act Justly.
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation.
4. Excellent leadership, organisational and administrative skills.
5. Capacity to operate effectively in both individual and team environments, with capacity to balance competing priorities
6. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.

Application Procedure

Please complete the application process via our online employment portal.

Your application should include your cover letter addressing the key selection criteria (maximum 2 pages) and an up-to-date curriculum vitae. Applications should be addressed to the College Principal, Mr Jamie Madigan.

Late Applications will not be accepted.

Applications that do not address the position description or key selection criteria will not be considered.

Applications close: 9am Thursday 14 March 2024